



METROPOLITAN TRANSPORTATION COMMISSION
SERVICE AUTHORITY FOR FREEWAYS AND EXPRESSWAYS

SCOTT HAGGERTY, CHAIR
Alameda County

October 7, 2010

ADRIENNE J. TISSIER, VICE CHAIR
San Mateo County

Addendum No. 1

TOM AZUMBRADO
U.S. Department of Housing
and Urban Development

to

Request for Proposal

TOM BATES
Cities of Alameda County

For the Freeway Service Patrol Management Information Systems Annual Report FY: 2007-08, 2008-09, 2009-10 and Benefit-Cost Analysis

DEAN J. CHU
Cities of Santa Clara County

Dated September 16, 2010

DAVE CORTESE
Association of Bay Area Governments

Dear Contractor:

CHRIS DALY
City and County of San Francisco

This letter is Addendum No. 1 to the Freeway Service Patrol Management Information Systems Annual Report FY: 2007-08, 2008-09, 2009-10 and Benefit-Cost Analysis Request for Proposal (RFP) dated September 16, 2010. Deleted text is shown in ~~strike-through~~ format and added text is shown in *italicized* format. The RFP is revised as follows:

BILL DODD
Napa County and Cities

DORENE M. GIACOPINI
U.S. Department of Transportation

FEDERAL D. GLOVER
Contra Costa County

ANNE W. HALSTED
San Francisco Bay Conservation
and Development Commission

STEVE KINSEY
Marin County and Cities

SUE LEMPERT
Cities of San Mateo County

JAKE MACKENZIE
Sonoma County and Cities

JON RUBIN
San Francisco Mayor's Appointee

BIJAN SARTIPI
State Business, Transportation
and Housing Agency

JAMES P. SPERING
Solano County and Cities

AMY WORTH
Cities of Contra Costa County

KEN YEAGER
Santa Clara County

STEVE HEMINGER
Executive Director

ANN FLEMER
Deputy Executive Director

| <u>Addendum Item</u> | <u>Reference</u> | <u>Change(s)</u> |
|----------------------|---|---|
| 1 | Request for Proposal, Article VII, "Evaluation Factors," second paragraph, third bullet, Page 4 | Price Reasonableness (25%) - Includes an evaluation of the reasonableness of the prices proposed for accomplishing the work specified in <u>Appendix A, Scope of Work</u> and the hourly rates of personnel, see <u>Appendix B Appendix A-2</u> . |
| 2 | Request for Proposal, Article VIII, "Consultant Selection Timetable," Page 4 | Friday, October 22, Wednesday, October 20, 2010, Interviews (if necessary). |
| 3 | Request for Proposal, "Appendix B, Proposal Calculation Worksheet," Page 14 | Appendix B is deleted in its entirety and replaced by the attached Appendix B, <u>Proposal Calculation Worksheet</u> |
| 4. | Appendix F, "Task Order Process", page 22 | Steps 5 and 6 are amended to provide for approval by the MTC SAFE Director of Highways and Operations. |

The remaining provisions of the Request for Proposal, dated September 19, 2010, remain unchanged.

Questions and Answers related to this RFP are attached.

Any questions concerning this addendum to the RFP should be directed to Rachel Zack, SAFE Project Manager, at (510) 817-5753 or rzack@mtc.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Andy Fremier". The signature is fluid and cursive, with the first name "Andy" and last name "Fremier" clearly distinguishable.

Andrew B. Fremier
Deputy Executive Director, Operations

AF: RZ

J:\CONTRACT\Procurements\Misc Professional Svcs\RFPs\FY 10-11\MIS AnnualReports-FSP Adden1.doc

APPENDIX B PROPOSAL CALCULATION WORKSHEET

Please submit your price proposal on this worksheet. Prices proposed shall be for accomplishing the work specified in *Appendix A, Scope of Work*, and shall include all labor, materials, equipment, and all applicable surcharges including, but not limited to, taxes, overhead, and profit. Prices proposed shall be effective for the period of June 1, 2010 through June 30, 2012.

| Task | Deliverables | Cost | Expected Timeline** |
|--------------------------------------|---|----------|---------------------|
| 1. Data gathering & database update | 1. Copy of updated database | | January-May |
| | 2. Basic outline of MIS Annual Report | | |
| 2. Update of Models | 3. Updated model parameters and calculate reductions in emissions and fuel consumption. | | May |
| | 4. Written overview of models (2 copies, 1 electronic) and presentation of methodology for Task 3* | | |
| 3. Freeway Service Patrol Evaluation | 5. Submission of a draft (2 hard copies and 1 electronic copy) of the FY 2009-10 MIS Annual Report demonstrating the template for the final reports upon completion of the statistical analysis and the B-C analysis. | | January-July |
| 4. Final Report | 6. Completed report (3 copies) | | August |
| 5. Workshops and Technical Support | 7. Workshop on methodology and findings | | September-October |
| | 8. Workshops demonstrating how to use the model (2 workshops) | | |
| 6. Task Orders (As assigned) | <u>Employee and title</u> <u>Hourly Rate</u> | \$45,000 | Undetermined |
| Total Project Cost: | | | |

* Deliverable will be authorized for payment upon the satisfaction of the MTC SAFE Contract and the Caltrans Project Manager.

**Expected timeline is meant as a guide for determining the workload of each task. The dates are subject to change based on the Consultant's input and the final start date of the contract.

Request For Proposal (RFP), September 16, 2010
Freeway Service Patrol Management Information Systems Annual Report FY:
2007-08, 2008-09, 2009-10 and Benefit-Cost Analysis
Responses to Bidders Questions
October 7, 2010

1. Q: Appendix A, Scope of Work, indicates that all data necessary to update the existing database will be available electronically. Please confirm whether that data will be in either Access or Excel format, as opposed to Word or some other text format.

A: The data will be in a format that can be read in Access.

2. Q: Has the electronic assist data from all FSP programs already been collected for Fiscal Years FY 07/08, FY 08/09, and FY 09/10, or will the selected Proposer be responsible for obtaining it once the project commences?

A: The selected Proposer will be responsible under Task 1 for data collection.

3. Q: Since the data will come from the various FSP programs as well as Caltrans and CHP, would it be possible to have the assist data files, or a sample from each agency, in their original form (prior to cleaning up) made available for review as early as possible prior to the due date for Proposals?

A: No, this information is not available.

4. Q: The FY 2006-07 Annual MIS Report indicates that there were 666,612 assists statewide during that FY. If currently known, how many total assists were made statewide during each FY 07/08, FY 08/09, and FY 09/10? Alternatively, how many FSP beats have been added or removed since FY 06/07?

A: This information is unknown.

5. Q: Under Task 2, cost inputs on several factors must be updated. Will this information be provided by MTC SAFE, **or must the selected Proposer research/provide any of it and, if so, on which cost factors?**

A: The selected consultant is required under Task 2 to provide updated cost inputs.

- a. Data on fuel costs would vary significantly over the three Fiscal Years involved in this project, as well as geographically within the State. Does the MTC SAFE wish to use one averaged cost for fuel statewide, or would different fuel costs be used for each Fiscal Year or for different FSP programs?

The consultant may recommend a preferred methodology, and model inputs will be determined as part of the project. With respect to the question, however, the model update applies to FY 2009-10 only.

- b. The FSPE Model shown on the web site does not appear to distinguish between tow trucks, pickup trucks or flat bed trucks in terms of hourly cost on the Input Tab. How has this cost difference been handled in prior years?
 - a. The input cost to the model is the actual hourly cost of the entire beat fleet.
- 6. Q: What source data does MTC SAFE already have in its possession regarding emissions calculations or values?

A: The source for all emissions values is California Air Resources Board.
- 7. Q: In the Evaluation Factor related to Price Reasonableness, the RFP refers to evaluation of “the hourly rates of personnel see Appendix A-2.” Should that reference have been to Appendix B, the Proposal Calculation Worksheet?

A: See Addendum 1, Item 1, attached.
- 8. Q: Appendix B, Task 6 provides space to propose only one hourly rate for Task Order work. Does the MTC SAFE require one blended rate for Task 6, no matter which person performs the services, or would SAFE prefer individual hourly loaded rates for proposed personnel, as contemplated on Appendix F-1, Sample Task Order, Section 7A?

A: See Addendum 1, Item 3, attached.
- 9. Q: Do all FSP agencies have Implementation Plans with information specific to each of their beats? If so, how often is the information in those Implementation Plans updated?

A: There are no implementation plans.
- 10. Q: What role, if any, does MTC SAFE plan for the Institute for Transportation Studies at UC Berkeley in the evaluation of Proposals or performance of this project?

A: None is planned at this time.
- 11. Q: Would MTC SAFE please provide the identity and contact information, if available, on any entity that has downloaded a copy of the RFP for this project? This information would help in effective team building for the project.

A: No, that information is not available.